
U.S. Department of State Records Schedule

Chapter 19: Family Liaison Office Records

Family Liaison Office

A-19-001-01 Policy and Procedures Files

Description: Includes material on the establishment of the office, and policies and procedures governing its operation.

Disposition: Destroy when 25 years old.

DispAuthNo: NC1-59-84-3, item 1 **Date Edited:** 4/1/1999

A-19-001-02 Subject Files

Description: Includes general material on employment, education, and support services provided by the office; related matters such as allowances, foreign born spouses, and counseling; activities such as Around the World in a Lifetime (AWAL), an organization for Foreign Service teenagers; relations with the Association of American Foreign Service Women (AAFSW); and presentations given to audiences such as the Foreign Service Institute's Terrorism Seminar.

Disposition: Destroy when 10 years old or sooner if no longer needed.

DispAuthNo: NC1-59-84-3, item 2 **Date Edited:** 4/1/1999

A-19-001-03 Community Liaison Office (CLO) Country Post Files

Description: These are general files on each country/post at which there is a Community Liaison Office (CLO). These files are continually updated, and include correspondence to and from persons seeking Family Liaison Office assistance, and correspondence regarding CLO activities at posts.

Disposition: Destroy when no longer needed.

DispAuthNo: NC1-59-88-13, item 1 **Date Edited:** 4/1/1999

A-19-001-04a Community Liaison Office(CLO) Coordinator Files - These contain personnel records on persons hired as CLO's at posts overseas. They include application forms, telegrams offering employment, etc.

Description: a. Records on persons hired prior to January 1, 1984. These are not duplicated in the Official State Department personnel files.

Disposition: Merge with OPF maintained in PER/EX/RR. Destroy if documentation is insufficient for creation of an OPF.

DispAuthNo: N1-59-88-13, item 2a **Date Edited:** 4/1/1999

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A-19-001-04b	Community Liaison Office (CLO) Coordinator Files - These contain personnel records on persons hired as CLO's at posts overseas. They include application forms, telegrams offering employment, etc.		
Description:	b. Records on persons hired after January 1, 1984. These are duplicated in official State Department personnel files.		
Disposition:	Destroy upon separation or transfer of employee or when 1 year old, whichever is sooner.		
DispAuthNo:	GRS 1, item 10	Date Edited:	4/1/1999
A-19-001-04c	Community Liaison Office (CLO) Coordinator Files - These contain personnel records on persons hired as CLO's at posts overseas. They include application forms, telegrams offering employment, etc.		
Description:	c. Computerized list of all CLO Coordinators with dates of tenure and terms of employment.		
Disposition:	Destroy when no longer needed.		
DispAuthNo:	N1-59-88-13, item 2b	Date Edited:	4/1/1999
A-19-001-05a	Personnel Files		
Description:	a. Correspondence, memoranda, forms and other records relating to positions, authorizations, pending actions, copies of position descriptions, requests for personnel action, etc.		
Disposition:	Review annually and destroy superseded or obsolete documents or destroy file relating to an employee within 1 year after separation or transfer.		
DispAuthNo:	GRS 1, item 18a	Date Edited:	4/1/1999
A-19-001-05b	Personnel Files		
Description:	b. Records on M/FL0 employees duplicated in or not appropriate for the official personnel folder.		
Disposition:	Review annually and destroy superseded or obsolete documents or destroy 1 year after separation or transfer.		
DispAuthNo:	GRS 1, item 18a	Date Edited:	4/1/1999

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A-19-001-06a(1)	Support Services Files - These include a Background Information Sheet that contains basic data on the case and services rendered. These may be name-retrievable or retrievable by case type.		
Description:	a. Divorce Cases. (1) List of Individuals assisted.		
Disposition:	Retain in M/FLO until no longer needed.		
DispAuthNo:	N1-59-88-13, item 4a(1)	Date Edited:	4/1/1999
A-19-001-06a(2)	Support Services Files - These include a Background Information Sheet that contains basic data on the case and services rendered. These may be name-retrievable or retrievable by case type.		
Description:	a. Divorce Cases. (2) Individual Case Files.		
Disposition:	Destroy 3 years after last action or when no longer needed.		
DispAuthNo:	NC1-59-84-3, item 4a(2)	Date Edited:	4/1/1999
A-19-001-06b	Support Services Files - These include a Background Information Sheet that contains basic data on the case and services rendered. These may be name-retrievable or retrievable by case type.		
Description:	b. All other cases.		
Disposition:	Destroy 1 year after last action or when no longer needed.		
DispAuthNo:	NC1-59-84-3, item 6b	Date Edited:	4/1/1999
A-19-001-07a	Evacuation Files - These files document support services provided to employees and dependents of all foreign affairs agencies who are evacuated from an overseas post.		
Description:	a. Card Files. These are kept by name of person/family assisted, and include basic information on date and nature of services rendered.		
Disposition:	Destroy 1 year after last action or when no longer needed.		
DispAuthNo:	NC1-59-84-3, item 7a	Date Edited:	4/1/1999

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A-19-001-07b **Evacuation Files - These files document support services provided to employees and dependents of all foreign affairs agencies who are evacuated from an overseas post.**

Description: b. Case Files. These are kept by name of person/family assisted, and include information on services provided.

Disposition: Destroy 1 year after last action or when no longer needed.

DispAuthNo: NC1-59-84-3, item 7b **Date Edited:** 4/1/1999

A-19-001-07c **Evacuation Files - These files document support services provided to employees and dependents of all foreign affairs agencies who are evacuated from an overseas post.**

Description: c. Country Files. These include correspondence, lists of names of persons evacuated, evaluation forms completed by evacuees, etc.

Disposition: Destroy when no longer needed.

DispAuthNo: NC1-59-84-3, item 7c **Date Edited:** 4/1/1999

A-19-001-08a **Education Files - These include reference materials on schools in the Washington, D.C. area, boarding schools in the U.S. and abroad, and schools at overseas posts.**

Description: a. Case Files. These include basic data on the case and services rendered. They may be retrieved by name or by case type.

Disposition: Destroy 1 year after last action or when no longer needed.

DispAuthNo: N1-59-88-13, item 6a **Date Edited:** 4/1/1999

A-19-001-08b **Education Files - These include reference materials on schools in the Washington, D.C. area, boarding schools in the U.S. and abroad, and schools at overseas posts.**

Description: b. Country/Post Files. These include information about schools available at overseas posts. The material is similar to that maintained by the Department's Office of Overseas Schools, except that these files also include some evaluative information provided by individuals whose children have attended the schools. The files might also include correspondence with persons such as a Community Liaison Officer at a post seeking information about schools.

Disposition: Destroy when obsolete or no longer needed.

DispAuthNo: N1-59-88-13, item 6b **Date Edited:** 4/1/1999

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A-19-001-08c	Education Files - These include reference materials on schools in the Washington, D.C. area, boarding schools in the U.S. and abroad, and schools at overseas posts.
Description:	c. School files and computerized list of boarding schools. These contain information about schools, handouts, and copies of correspondence with schools.
Disposition:	Destroy when no longer needed.
DispAuthNo:	N1-59-88-13, item 6c
Date Edited:	4/1/1999
A-19-001-09a	Employment Program Files
Description:	a. Bilateral Work Agreements Negotiations Files. These files contain reference material on employment opportunities in the Washington, D.C. area and overseas; material used in counseling family members who are seeking employment; applications and information on the functional training program; files on negotiations conducted for bilateral work agreements with foreign governments; and background files on Career Planning Workshops and Career Development Seminars sponsored by M/FL0.
Disposition:	Retain in office for 10 years or until no longer needed.
DispAuthNo:	NC1-59-84-3, item 9a
Date Edited:	4/1/1999
A-19-001-09b	Employment Program Files
Description:	b. Case files used in providing employment assistance. These files contain reference material on employment opportunities in the Washington, D.C. area and overseas; material used in counseling family members who are seeking employment; applications and information on the functional training program; files on negotiations conducted for bilateral work agreements with foreign governments; and background files on Career Planning Workshops and Career Development Seminars sponsored by M/FL0.
Disposition:	Destroy 1 year after last action or when no longer needed.
DispAuthNo:	N1-59-88-13, item 7b
Date Edited:	4/1/1999

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A-19-001-09c	Employment Program Files		
Description:	c. Training Request Files. These files contain reference material on employment opportunities in the Washington, D.C. area and overseas; material used in counseling family members who are seeking employment; applications and information on the functional training program; files on negotiations conducted for bilateral work agreements with foreign governments; and background files on Career Planning Workshops and Career Development Seminars sponsored by M/FLO.		
Disposition:	Destroy when 3 years old, or no later than at end of tour of duty commenced following functional training.		
DispAuthNo:	NC1-59-84-3, item 9c	Date Edited:	4/1/1999
A-19-001-09d	Employment Program Files		
Description:	d. Country Files. These include information on job opportunities and employment procedures in various countries. Also included are copies of Dependent Employment Reports sent in cable format from CLOs at post.		
Disposition:	Destroy when obsolete or no longer needed.		
DispAuthNo:	N1-59-88-13, item 7d	Date Edited:	4/1/1999
A-19-001-10	"FLO Update"		
Description:	Copies of quarterly publication sent to all CLO Coordinators and Administrative Officers overseas.		
Disposition:	Destroy Master Set when no longer needed for reference.		
DispAuthNo:	N1-59-88-13, item 8	Date Edited:	4/1/1999
A-19-001-11	Family Liaison Spouse Skill System (FL)		
Description:	Family Liaison Spouse Skill Data Bank. This on-line information system assists the Family Liaison Office of the Department in locating employment opportunities for spouses of Foreign Service personnel posted overseas.		
Disposition:	Destroy when active agency use ceases.		
DispAuthNo:	NC1-59-83-4, item 14	Date Edited:	4/1/1999